
INTEROFFICE MEMORANDUM

TO: EVAN
FROM: STUDENT NAME
SUBJECT: SECOND QUARTER FORECAST
DATE: JANUARY 15, 2023

The sales forecast for the second quarter for the Downtown Internet Café is shown in the worksheet below. The forecast shows a 15% profit margin for each month in this quarter. The profit margin value was arrived at by reducing payroll expenses (shown in red).

This workbook is embedded in this document and can be edited by double-clicking on the worksheet.